



CLASS SPECIFICATION

Class Code: 6153
Date Est: 03/2002
Last Rev: 11/2019
Last Title Chg:
FLSA: non-exempt
Probation: 12 months

MENTAL HEALTH COUNSELOR II

DEFINITION

Under supervision, performs professional clinical duties in the areas of child protective services, adult services, senior services or juvenile services; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A master's degree from an accredited college or university in social work, marriage and family therapy, counseling, psychology or closely related field AND licensure in the State of Nevada to practice as a Licensed Clinical Social Worker, a Marriage and Family Therapist or a Clinical Professional Counselor.

LICENSE OR CERTIFICATE

License to practice in area of assignment required at time of application. (Licensure must be as a practitioner, not as an intern.)

A valid driver's license is required at the time of appointment.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the Mental Health Counselor class series. Incumbents perform a broad range of clinical duties in the series concept and consistent with license requirements.

SUPERVISION EXERCISED

May provide work coordination and direction for other staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Interview and observe clients, family members, support systems and community agencies to determine appropriate placement, supervision, and treatment and training needs in the least restrictive environment; analyze and integrate information obtained through interviews, observations and medical and clinical records.

Develop, implement and monitor treatment, behavioral and/or training plans; determine strengths, present problems, identify available resources, appropriate interventions and perform casework duties required.

Perform crisis intervention to maintain children in the least restrictive environment; recommend and complete documentation for hospitalization if needed.

Monitor clinical services to ensure achievement of treatment goals identified in treatment plan.

Document all contact and maintain accurate case records to support the plan; enter data in appropriate software program.

Review clinical records written by professionals and paraprofessionals in order to complete a thorough case history.

Identify available resources and assist families in accessing those resources to reduce the risk of harm to the client, and to maintain the client in the least restrictive environment.

Conduct individual, family and group therapy by applying various therapeutic techniques.

Provide clinical consultation for other professionals and families; serve as clinical expert on multi-disciplinary review teams.

Prepare documentation and reports to apprise the court, treatment providers and other professionals regarding client's mental and behavioral status and identified needs.

Develop and implement discharge and after care plans, act as advocate and return client to least restrictive environment.

Review and evaluate program series and activities to ensure conformance to agency policies and licensing requirements.

May provide training as necessary.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Department and divisional policies, practices and procedures relevant to area of assignment.

Computer software specific to the department/division.

Laws, rules and regulations related to area of assignment.

Community organizations and utilization of public and private community resources

Agency, state and court policies, procedures and processes related to client care.

Ability to:

Perform a broad range of complex professional casework duties.

Develop comprehensive case and training plans, provide case services, monitor case progress and prepare case documentation.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

Knowledge of:

Case management practices and procedures.

Principles and techniques of interviewing and recording casework data.

Symptoms and treatment of mental illness, emotional and behavior disorders.

Theories and principles of clinical practice.

Principles of adult education.

Principles of individual and group behavior.

Crisis intervention techniques.

Validated clinical behavioral management techniques for special needs children.

Ability to:

Manage caseload of clients with significant mental, emotional or psychological problems.

Learn to formulate and modify treatment, behavioral, training plans in conjunction with client's needs.

Prepare and maintain accurate, clear, and concise reports, statistics and chronological records.

Assess and utilize social, agency and community resources.

Make oral presentation concerning treatment, behavioral or training plans, goals and results.

Communicate clearly and concisely both orally and in writing.

Perform crisis intervention with families.

Assess, develop and implement treatment, behavioral and training plans and goals.

Write comprehensive evaluations, reports and recommendations.

Maintain professionalism while dealing with difficult situations and/or clients.

Make decisions and independent judgements and prioritize activities relative to assigned duties.

Maintain effective working relationships with clients from a wide range of socio-economic backgrounds, division staff and representatives of other departments, community organizations and government agencies.

SPECIAL REQUIREMENTS (*Essential duties require the following physical skills and work environment.*)

Ability to work in a standard office environment. Ability to lift and move objects weighing up to 25 lbs. Ability to use office equipment including computers, copiers, telephone and FAX machines. Work is performed in office and other environments. Crisis intervention may require the incumbent to encounter potentially hostile or combative situations.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.